

Team Meeting

June 14, 2011

11:20 am

Art Room, Lakeshore

Meeting called by: Melanie Conklin, President **Type of meeting:** Board Meeting

Facilitator: Melanie Conklin, President **Note taker:** Vickie Sawyer

Timekeeper:

Attendees: Melanie Conklin, Vickie Sawyer, Billie Underbrink, Mrs. Ryan, Mrs. Hinson, Mrs. Rupinski, Mrs. Bishopp, Mrs. Sweeny, Mrs. Sanderline,

Minutes

Agenda item: Treasurer's Report **Presenter:** Vickie Sawyer

Discussion:

The bank balance as of June 13th is 25, 482.34. The PTO has paid all bills except for copy bill and connect ed. The PTO raised over \$43,000 in funds for the school. The PTO's spent \$12,000 in technology and \$5484.13 in teacher reimbursements.

Conclusions: The PTO will work on the budget for next year during summer to be voted on at beginning of school next year.

| Action items | Person responsible | Deadline |
|--------------|--------------------|----------|
| ✓ Budget | Vickie Sawyer | 8/22 |

Agenda item: Resignations **Presenter:** Melanie Conklin

Discussion:

Both Whitney Creech and Billie Underbrink service has been vital to the PTO over the past years but they must resign from the board due to time constraints. Both Whitney and Billie will be involved in committees next year for the PTO.

Conclusions: No new parent board members will be asked to fill the vacancies on the board at this time. The board teachers are willing to help when needed.

Agenda item: Schedule for 2011-2012 **Presenter:** Melanie Conklin

Discussion:

There will be no Octoberfest next year, instead the PTO will replace it with Boosterthon. Boosterthon is an organization that focuses on fitness and character building while raising money for the school. Mrs. Hinson noted that Woodland Heights has raised nearly \$25,000 this year. Melanie commented that PTO will only need to collect money and help with the day of the event.

Melanie Conklin asked about limiting the number of Philly Pretzel Days. Mrs. Rupinski mentioned that the pretzel days are loved by kids and they look forward to those days. PTO decided to leave pretzel days as one per month with the help of a committee chairperson.

Billie Underbrink noted that PTO will only do Chick Fil A dining for dollar nights and respectfully decline other restaurants invitations due to fundraising fatigue.

Mrs. Ryan mentioned that PTO should have committees to head up the fundraisers and have a folder prepared for those committee chairs at the beginning of the year so that we can communicate expectations to those chairs.

Melanie Conklin suggested the Talent Show be moved to the Fall, possibly mid November so that PTO can avoid a heavy schedule in the spring.

Father Daughter Dance, Picnic in Park and Mother Son Kickball are still scheduled for the spring.

Billie Underbrink volunteered for Teacher Appreciation Committee.

| Action items | Person responsible | Deadline |
|--|---------------------------|-----------------|
| ✓ Submit dates to Mrs. Hinson for PTO Events | Melanie Conklin | ASAP |

Agenda item: Teacher Reimbursements **Presenter:** Melanie Conklin

Discussion:

It was discussed that teachers should be reimbursed based on their participation at PTO functions. Mrs. Hinson suggested that PTO provide her a list of dates and a sign up sheet and she will ask all teachers to sign up for 2 events per year. If any teacher is unable to attend those events, they will not be eligible for reimbursement. Mrs. Sweeny suggested that events be grouped by grade level. Therefore, the grade levels can help motivate each other to attend events.

Conclusions: PTO will provide a list of dates to Mrs. Hinson so teachers can sign up for two events at the beginning of the year.

Other Information

Final Thoughts: August 22nd is open house and the PTO will have the budget and bylaws available for everyone to vote on.